

MCI Foods Seeks Administrative Assistant

Qualifications:

- Knowledge of MS Word and Excel
- Proven track record with good references
- Bilingual in Spanish a plus

General Information:

- Will report directly to the President and VP of the company
- \$12.00/hr.

Contact:

- Apply online at VOS. [Click here to be connected to VOS.](#)
- [Click here for details on VOS Assessment & Resume Builder/Assistance.](#)

For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)



Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org